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LGSETA
CREATING GREATER IMPACT

1 Document Sign off

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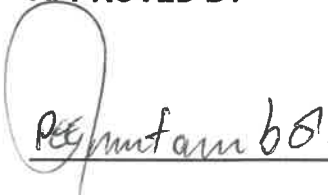
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Table of Contents

1	Document Sign off	2
2	Glossary of Abbreviations and Definitions	4
3	Document Control	5
4	Preface	6
5	Purpose	6
6	Legislative Framework	6
7	Policy Statement	7
8	Policy Objectives	7
9	Scope	7
10	Policy	8
11	Policy Monitoring and Evaluation	12
12	Annexure A	13

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2 Glossary of Abbreviations and Definitions

2.1 Abbreviations

Abbreviation	Description
LGSETA	Local Government Sector Education and Training Authority
HR	Human Resources
EM	Executive Manager
LM	Line Manager
CEO	Chief Executive Officer
NQF	National Qualifications Framework
WIL	Work Integrated Learning

2.2 Definitions

Term	Definition
Intern	The person appointed to take up and gain work experience by participating in a structured workplace learning programme
Graduate Intern	A person who has completed a qualification, but has been unemployed and needs workplace exposure to enhance chances of future employment.
TVET Students	A person who has completed the theoretical modules and having to obtain work experience in order to be awarded with a qualification.
Mentor	A person appointed to provide guidance and assistance to interns for the duration of the Internship Programme.
Contract	A legitimate agreement between the LGSETA and the Intern, describing the conditions of employment.
Internship	A structured workplace experience programme that is agreed to between the intern and the Local Government SETA. This includes Workplace Integrated Learning (WIL).
Workplace Experience	Provides exposure in a field relevant to the qualification(s) of the intern and relevant to the skills needs of the division over a specific period.

3 Document Control

3.1 Amendment History

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3.2 Authorization

This document has been seen and accepted by:

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Chief Operations Officer (COO)
Chief Financial Officer (CFO)
Executive Manager: Strategy and Planning
Executive Manager: Corporate Services
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Executive Manager: Corporate Services
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4 Preface

An internship programme is a graduate work experience programme targeting unemployed graduates and / or under graduates. Internships gives graduates and / or undergraduate's workplace experience or an opportunity to practice the work skills that they have studied and will practice in future. Internship in the LGSETA is a planned, structured and managed programme that provides work experience for a minimum twelve-month period for unemployed graduates and students from the Technical Vocational Education and Training (TVET). A designated mentor may be appointed to support an intern in the LGSETA.

Internship programmes are seen as one of the mechanism through which the lack of skills can be addressed.

The National Youth Policy defines youth as any persons between the ages of 14 and 35 years, who have completed their studies and require workplace experience or young people who require workplace experience in order to obtain their qualification.

5 Purpose

The purpose of the internship programme policy is to provide managers with a guideline to effectively implement and manage internship programmes. The internship programme is also aimed at providing the intern with appropriate experience that will ensure overall employability.

6 Legislative Framework

- 6.1 The Constitution of the Republic of South Africa, 1996
- 6.2 Basic Conditions of Employment Act, No. 75 of 1997, as amended
- 6.3 Skills Development Act, No. 97 of 1998, as amended
- 6.4 Labour Relations Act No. 66 of 1995, as amended
- 6.5 Public Service Act, No. 103 of 1994, as amended
- 6.6 Public Service Regulations, 2012

7 Policy Statement

The LGSETA is committed to creating a training and development environment and to providing for its specific staffing needs on a long-term basis.

8 Policy Objectives

8.1 The objectives of the Internship Programme Policy are to:

- 8.1.1 Provide a framework of guidelines, norms and standards, which will allow the LGSETA to create opportunities for graduates and students to receive in-service training and gain practical work experience.
- 8.1.2 To provide graduates and students with the necessary experience and skills that would contribute positively to their marketability and employment opportunities and at the same time bridge the scarce skills gap of the country.
- 8.1.3 All interns should be placed strictly in accordance with their relevant qualifications in the relevant components as this will ensure that they get the necessary work experience in their field of study.
- 8.1.4 To assist in meeting the strategic staffing needs of the LGSETA by providing practical and accelerated work experience programmes that expose interns to specific occupations

9 Scope

9.1 The Internship Programme Policy applies to graduates participating in the programme under the direction of the LGSETA for a specific period and are paid a set stipend.

10 Policy

10.1 Selection criteria

- 10.1.1 Interns should be tertiary education students or recent graduates.
- 10.1.2 They should be South African citizens and preferably from the formerly disadvantaged groups.
- 10.1.3 Candidates must be willing to sign a confidentiality agreement, before they are admitted to the Programme.
- 10.1.4 A relevant skill / study area and study record.
- 10.1.5 Participation in the internship programme will be through a rigorous selection process.

10.2 Selection process

- 10.2.1 Vacancies for interns must be advertised utilising any of the following as stipulated within the approved LGSETA Recruitment and Selection policy:
 - 10.2.1.1 Newspapers; National or Local;
 - 10.2.1.2 LGSETA website;
 - 10.2.1.3 Recruitment Agencies.

10.3 Screening

- 10.3.1 The recruitment, selection and placement of interns are a HR function and must be performed in consultation with the divisional EM and / or LM.
- 10.3.2 The divisional EM and / or LM must provide information about the technical requirements for the job. The recruitment, selection and placement must be carried out uniformly.
- 10.3.3 The selection process, interviewing and other selection methods must be implemented in line with the LGSETA Recruitment policy.
- 10.3.4 The placement of interns must be based on the needs of the respective division within the LGSETA.

10.4 Period of internship

- 10.4.1 For the purpose of acquiring experience only the internship period shall be for pre-determined fixed timeframe not exceeding 24 consecutive months.
- 10.4.2 The internship period for WIL students from TVET Colleges shall also not exceed a period of 24 months.
- 10.4.3 No expectation of permanent employment is created by the appointment of interns.

10.5 Conditions of service and remuneration of graduate interns in the LGSETA:

10.5.1 Conditions:

- 10.5.1.1 Interns will have to enter into an appropriate contract, stipulating their monthly allowance and other conditions of service during the term of their internship.
- 10.5.1.2 Interns should have reasonable access to available office accommodation, computers, information and work-related resources that are used by the division to which they are assigned.
- 10.5.1.3 Interns should, as far as possible, be exposed to relevant activities and processes of the LGSETA and should be given an opportunity to take part in relevant and appropriate activities as part of their development and exposure.
- 10.5.1.4 Interns may not register for more than one internship in a division. In principle an intern may be admitted to another internship in a different division, after completing one programme, if the structure and the experiential opportunities are different (Line Exec or CEO approval required).
- 10.5.1.5 An intern can apply for any positions within the LGSETA if he / she meets the minimum requirements of the job.
- 10.5.1.6 The intern will be required to sign a confidentiality agreement.
- 10.5.1.7 All policies, procedures, guidelines and provisions of the LGSETA will be applicable to the intern during his / her internship period.

10.5.2 Interns are eligible for the following provisions within the LGSETA:

- 10.5.2.1 Annual leave of 15 days per annum
- 10.5.2.2 Sick leave, you are entitled to one (1) day sick leave for every 26 days worked.
- 10.5.2.3 A pregnant intern is entitled to an unpaid four consecutive months' maternity leave per 12 months contract period. They may then return to complete their training.
- 10.5.2.4 An intern is entitled to eight days paid family responsibility leave per calendar year, on request, when the employee's child is born or sick, or in the event of the death of the employee's spouse or life partner, or the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling. This is limited to a maximum of four days per incident.

10.5.3 Stipends

- 10.5.3.1 The programme has two streams, Internship Programme and Work Integrated Learning (WIL) Programme.
- 10.5.3.2 The Internship Programme runs over 12 months and the WIL programme runs over 18 months.
- 10.5.3.3 The monthly stipend payable to the interns over the duration of the both internship programmes is at the discretion of the LGSETA Board.
- 10.5.3.4 It must be noted that this is not a salary but an allowance that is meant to enable the intern to come to the workplace to gain the necessary experience and exposure.

10.6 Utilization of Interns:

- 10.6.1 All divisions that intend taking on interns must develop a specific and detailed programme on what they will be expected to do during their internship period.
- 10.6.2 For undergraduates the programme must be linked to their qualification modules.

10.6.3 Each intern should be allocated to a specific supervisor, who will be responsible for his / her mentoring and development.

10.6.4 The number of interns per division must be limited in order not to disrupt internal performance.

10.7 Evaluation and recommendation:

10.7.1 The LM must evaluate the contribution its intern makes and their development and exposure in the LGSETA.

10.7.2 Intern evaluations must be in line with the Performance Management and Development policy of the LGSETA.

10.7.3 The relevant supervisor must compile reports on the progress of the individual intern and the portfolio of evidence on both technical and generic competencies on a monthly basis and submit these reports to HR on quarterly basis. Technical competencies will be agreed upon with the intern, whilst generic competencies are predetermined and already reflected in the reporting template, Annexure A.

10.7.4 On successful completion of the programme the intern will be furnished with a certificate, supported by the evaluation reports, as a testimony that the intern has indeed undergone and completed the relevant training.

10.8 Termination of service

10.8.1 Interns must comply with the rules and procedures of the LGSETA. They are expected to behave and account for their conduct in the same way as any LGSETA employee.

10.8.2 Continued employment as an intern in the LGSETA, depends on performance and compliance with LGSETA rules and procedures. It also depends on the operational requirement of the LGSETA.

10.8.3 The LGSETA reserves the right to terminate a contract with an intern at any point during the specified period for actions that require disciplinary action. Termination must be done in line with the LGSETA Disciplinary Policy.

10.8.4 An intern will be required to serve full calendar month notice.

10.9 Roles and Responsibility of the Mentor

- 10.9.1 Ensure that the work programme is in place.
- 10.9.2 Ensure the implementation of the internship programme in their division.
- 10.9.3 Enter into performance agreement with the intern, which includes the compilation of a Portfolio of Evidence.
- 10.9.4 Oversee the training and mentoring of the intern.
- 10.9.5 Mentor and provide a supportive environment around the intern by playing a facilitative and mediation role to ensure the intern's development.
- 10.9.6 Perform quarterly reviews.
 - 10.9.6.1 Perform annual reviews.
 - 10.9.6.2 Conduct ongoing monitoring and assessment of the intern and submit performance reports. A standardised format for reporting should be completed by mentors (Annexure A) and be submitted to HR department.

11 Policy Monitoring and Evaluation

The organisation retains the right to amend, review or set aside provisions of this policy as and when required. Such amendments, review or setting aside shall be reduced in writing and incorporated into this policy after consultations.

12 Annexure A



COMPETENCY ASSESSMENT (EVALUATION)

These critical skills are necessary for the intern / learner / temp to master. This five point scale allows you to assess these skills and measure performance against a standard for entry-level employees in your organisation. A legend for how to evaluate the interns / learners / temps progress is included below.

<p>LEGEND:</p> <p>Not Exposed: The intern / learner / temp was not provided the opportunity to achieve this objective or demonstrate this skill.</p> <p>Not yet competent: Has difficulty completing tasks without prompting and repeated help. Does not attempt task before asking for or receiving assistance.</p> <p>Partially competent: More work ready. Has difficulty completing some tasks. May attempt task before asking for help.</p>	<p>Competent: Meets and demonstrates the skills at a level in line with what is expected of any employee in a similar position. Complete tasks and work projects with and without help. Meets quality standards.</p> <p>Superior: Demonstrates mastery of skill at a level above what is expected of any employee in a similar position. Identifies problems before they arise and makes adjustments accordingly. Exceeds work expectations for quality and attends to detail in projects and assignments.</p>
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ASSIGNMENT PERIOD : _____

ASSESSMENT PERIOD : _____

INTERN DETAILS

NAME & SURNAME : _____

ID NUMBER : _____

DIVISION : _____

POSITION : _____

DETAILS OF ASSESSOR

NAME & SURNAME : _____

DIVISION : _____

POSITION : _____

TECHNICAL COMPETENCIES		Not exposed	Not yet competent	Partially competent	Competent	Superior
Competency 1:						
a						
b						
c						
Competency 2:						
a						
b						
Competency 3:						
Competency 4:						
Competency 5:						

DETAILS OF ASSESSOR

NAME & SURNAME : _____

DIVISION : _____

POSITION : _____

GENERIC COMPETENCIES		Not exposed	Not yet competent	Partially competent	Competent	Superior
COMMUNICATION						
a	Writes information in a clear, logical, legible and complete manner.					
b	Receives and responds appropriately to verbal and non-verbal messages.					
c	Chooses words / manner of expression appropriately for the workplace.					
PROBLEM SOLVING						
a	Identifies and solves problems.					
b	Learns, reasons and makes appropriate recommendations / decisions					
PROFESSIONALISM						
a	Is punctual. Informs supervisor of absences in a timely manner.					
b	Demonstrates understanding of personal workplace appearance.					
APPLICATION OF MANAGEMENT PRINCIPLES						
a	Initiates and completes tasks independently.					
b	Tasks are completed within given timeframes.					
c	The quality of work produced is of a reasonable standard.					
TEAM WORK						
a	Works cooperatively with others					
b	Works well with a variety of people.					
c	Exhibits appropriate behaviour when dealing with clients.					
d	Can be trusted. Demonstrates integrity.					
OVERALL PERFORMANCE						
a	What is the competency of the intern / learner / temp in general?					

Yes

No



Internship Programme Policy

Given the opportunity, would you employ the intern / learner / temp permanently?

(Note: This is a hypothetical question; it does not by any means bind the employer into offering the intern / learner / temp permanent employment.)

If "yes", why: _____

If "no", why: _____

SUPERVISOR NAME & SURNAME

SUPERVISOR SIGNATURE

DATE

COMMENTS BY DIVISIONAL EXECUTIVE MANAGER:

DIVISIONAL EM DETAILS

EXECUTIVE MANAGER SIGNATURE

DATE

COMMENTS BY HR MANAGER:

HRM NAME & SURNAME

HRM SIGNATURE

DATE